

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1681

**TITLE:** PRODUCTION CONTROL SPECIALIST III

**GRADE:** S-18

**DEFINITION:**

Under general supervision, has responsibility for technical activities involved in the operation and maintenance of the automated tape management system; assists in the preparation of the automation production batch schedule and the verification of computer processing materials; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from Production Control Specialist II by its predominant involvement in computer tape librarian duties and related tasks.

**ILLUSTRATIVE DUTIES:**

Operates the automated tape management system;  
Processes new tapes for induction into the system;  
Performs certification and physically cleans tapes;  
Maintains and manages tapes stored off-site through the vault management system;  
Maintains by updating through adds, deletes, and changes the Vault Management dataset patterns that define offset dataset rotation;  
Conducts periodic inventories of cassette and reel tapes, prepares documentation of all tapes and researches any problems revealed by the inventory;  
Ensures sufficient supply and proper storage of tapes, cassettes and reels;  
Coordinates the transfer of stored data from tapes to microfiche;  
Monitors and acts upon data from the automated problem identification system;  
Documents the release and return of all tapes removed from the Data Center;  
Performs Production Control Specialist II tasks for designated users;  
Interacts with Department of Technology staff on tape related problem solving;  
Performs offsite Tape Librarian duties for the Fairfax County Public Schools Data Center;  
Assists in the training of Production Control Specialist I's and II's;  
Supervises the scheduling and control unit in the absence of the regular supervisor.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of Job Control Language;  
Ability to operate an automated tape management system;  
Ability to effectively use an automated production scheduling product;  
Ability to accurately perform detailed tasks;  
Ability to adjust to constantly changing work methods and processes;  
Ability to supervise the work of others.

**CLASS CODE:** 1681

**TITLE:** PRODUCTION CONTROL SPECIALIST III

**GRADE:** S-18

Page 2

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
Three years of relevant computer systems experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: July 31, 1995